

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – November 10, 2016

A Special Meeting of the Wayland School Committee was held on Thursday, November 10, 2016, at 1:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Jeanne Downs
Kathie Steinberg

Absent:

Kim Reichelt

Also:

Arthur Bettencourt, Executive Director
NESDEC

Chair Ellen Grieco convened the special session at 1:05 p.m.; the meeting is being recorded by WayCAM.

1. Discussion with New England School Development Council (NESDEC) regarding the Superintendent Search Process and Timing:

Dr. Bettencourt gave the School Committee a packet of materials containing an organizational guide, an overview of the search process, an agreement describing the scope of services, and a suggested timeline for the selection of the superintendent. Dr. Caroline Burke of NESDEC will assist in this process, but was not able to attend this meeting.

Dr. Bettencourt commented that this process should take about four months to find the perfect candidate, but may be longer. He reviewed the timeline with the School Committee and the process in developing an announcement letter and six weeks of advertising with a possible deadline to receive applications by January 31, 2017. The School Committee will make selections for the Screening Committee to be in place by January 27, 2017. By February 9th, the Screening Committee will meet in Executive Session to review applications followed by another meeting a few days later to ultimately choose the candidates to be interviewed. Once the number of finalists is determined (recommends 3 to 5), the School Committee will meet with Dr. Bettencourt and Dr. Burke to discuss the process going forward. Dr. Bettencourt explained the recruiting process as well.

Dr. Burke will lead the focus groups. Six to seven focus groups are recommended – parents/community members (2), support staff, teachers, administrators, students, and municipal employees. The average number of people serving on focus groups is 10 to 15. Once the focus groups identify the information needed for a candidate profile, NESDEC will organize the data and meet with the School Committee to develop the profile.

Dr. Bettencourt reviewed the School Committee's role in selecting the Screening Committee, which consists of 12 to 15 people. Parents and community members, administrators, teachers and one or two School Committee members will be chosen to serve on the Screening Committee. Dr. Bettencourt suggested that those considered should have great instinct and knowledge about the town and could include one or more town officials, such as the Police Chief, a Finance Committee and/or Board of Selectmen member. He explained the finalist interview process, including optional visits to the finalists' school district and a suggested list of people to call when doing reference checks.

2. Comments from the Public:

There were no public comments.

3. Adjournment:

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 2:30 p.m.

Respectfully submitted,

Corresponding Documentation:

1. Agenda
2. NESDEC Packet of Informational Materials

Ellen Grieco, Chair
Wayland School Committee